



MA State House



DIVISION OF
CAPITAL ASSET
MANAGEMENT &
MAINTENANCE



FY22 DEFERRED MAINTENANCE PROCESS

April 2021

DEFERRED MAINTENANCE AGENDA

- **Overview of the process**
- **Important dates:**
 - May 21, 2021**
 - June 18, 2021**
 - July 1, 2021**

DEFERRED MAINTENANCE PROCESS OVERVIEW

REQUEST

Research existing projects

Review CAMIS on existing projects. Update data.

New projects

Create a project and phase

Mandatory Documentation

Studies, MAAB checklist, Preventative Maintenance history, Quotes

OVERSIGHT

The procurement, financial and reporting responsibilities of the
Agency receiving funding

Evaluations

FINANCE

ISA procedures and responsibilities

Requirements for Deferred Maintenance Funding Transfer Requests

- Appropriate staff attend annual training sessions for submitting DM requests.
- Update CAMIS projects prior to submitting new DM requests.
- Submit adequate documentation/communication for each request to assist evaluation.

Requirements for Deferred Maintenance Funding Transfer Requests

- Ensure that Secretariat or Central Oversight Bodies approve their reporting agencies' DM requests.
- Confirm that accessibility requirements and other code requirements are incorporated in project funding requests.

DEFERRED MAINTENANCE PROCESS

Deferred Maintenance Phase									
Export 4 total found Apply Filters Clear Filters Show More Filters Show: 50									
CAMIS Phase Code	Full Path	Name	Site	Location Name	Phase Type	Phase Status	Estimated Cost	Requested By	
Contains	Contains	Contains	Contains	Contains	Contains	Contains		Contains	
<input type="checkbox"/> J200001-1	\Locations\Sites\Quinsigamond Community College\335QCC0060 Ahlfors Math And English	Test #1 RB as Jracki - Study	Ahlfors Math And English	Ahlfors Math And English	DEF - MAINT - STUDY		\$9,000.00	Jim Racki	
<input type="checkbox"/> J200001-2	\Locations\Sites\Quinsigamond Community College\335QCC0060 Ahlfors Math And English	Test #1 RB as Jracki - D&C	Ahlfors Math And English	Ahlfors Math And English	DEF - MAINT - D&C		\$90,000.00	Jim Racki	
<input type="checkbox"/> J200003-1	\Locations\Sites\Quinsigamond Community College	Test #2 as JRacki - Study	Quinsigamond Community College	Quinsigamond Community College	DEF - MAINT - STUDY		\$5,000.00	Don Hall	
<input type="checkbox"/> J200003-2	\Locations\Sites\Quinsigamond Community College	Test Phase Status	Quinsigamond Community College	Quinsigamond Community College	DEF - MAINT		\$33.00	Don Hall	

Deferred Maintenance Project									
Export 2 total found Apply Filters Clear Filters Show More Filters Show: 50									
CAMIS Number	Name	Location Name	Full Path	Status	Total Est Cost	Project Type	Requested By		
Contains	Contains	Contains	Contains	Contains		Contains	Contains		
<input type="checkbox"/> J200001	Test #1 RB as Jracki	Ahlfors Math And English	\Locations\Sites\Quinsigamond Community College\335QCC0060 Ahlfors Math And English	Draft	\$99,000.00	DEF - MAINT	Jim Racki		
<input type="checkbox"/> J200003	Test #2 as JRacki	Quinsigamond Community College	\Locations\Sites\Quinsigamond Community College	Draft	\$5,000.00	DEF - MAINT	Don Hall		

DEFERRED MAINTENANCE PROCESS

- All prior unfunded DM project requests have been changed to **Identified**.
- If you wish to continue requesting this project you must change the designation to **Requested**.
- When you proceed to the phase aspects of the project, you will see the Attribute page which has a number of required fields.
- Identify preliminary scope/funding/scheduling requirements for proposed FY23 projects and related studies

DEFERRED MAINTENANCE PROCESS

- There are different components to a project, the overall **project** and **phase(s)**
- Every project will have a phase.
- The number of phases depends upon how many activities are required to complete the project.
 - The “J” number given to a project will have a **-1** or **-2** for the phases.

For example: A boiler replacement project that requires a study first will have J200000 for the project number, J200000-**1** for the first phase (study) and J200000-**2** for the second phase (design and construction).

DEFERRED MAINTENANCE PROCESS

Project Name

- Always start the name of the project request with the corresponding fiscal year.
- FY22 Boiler Replacement building X
- FY22 Condensate pipe repair to building X
- FY22 Elevator repairs building X

DEFERRED MAINTENANCE PROCESS

- If a project does not need a study $ECC < \$300,000$ your project **J200000** will have only one phase **J200000-1** for the design and construction.
- The assigned DCAMM project number DOC2250, DPH2261, DDS2155 will have a corresponding matching number for each phase:
- DOC2250 **FT-1**, DPH2261 **FT-2**, DDS2255 **FT-1**.

DEFERRED MAINTENANCE PROCESS

DM Request
Notes & Documents
Save Save & Close More x

(Attribute tab info):

General

CAMIS Number J203772 Status Draft

★ Name FY 17 Koussevitzky Elevator

Description Modernization of Koussevitzky Arts Center Elevator

★ Type DEF - MAINT
★ Requested By Dave Moran
Requested Date 05/17/2016
Estimated Cost \$16,625.00

Location Find | Clear

★ Name Berkshire Community College
Full Path \Locations\Sites\Berkshire Community College

Priority Find | Clear

★ Name 2 - Will become critical in 1-2 years
Rating 2

Building System Class Find | Clear

★ Name Elevators

Assets Find | Remove

0 total found

Type	Image	ID	Name	Spec Name	Spec Class
No data to display					

Facility Assessment Deficiencies DeAssociate | Find

0 total found

Site or Building Name	Assessment Name	Total Estimated Cost	Priority	Timeframe	Building System Class
No data to display					

Phase Add

Export 1 total found

CAMIS	Name	Description	Status	Phase Type	Estimated Cost
J203772-1	FY 17 Koussevitzky Elevator Study	Study to provide a quote for the modernization of the Koussevitzky Arts Center elevator which is original to the building and is 45 years old.	Requested	DEF - MAINT - STUDY	\$16,625.00

DEFERRED MAINTENANCE PROCESS

General	
Please fill out each entry completely and in detail. Funding approvals are dependent upon the information you provide below.	
CAMIS Phase Code	Phase Status
* Name	
Description	
* Type	* Estimated Cost \$
Requested By	
Location Name	

DM Attributes	
Study Attached	Agency Contribution \$
Who Did the Study	Planned Start Date
Cost Estimate Source	Plan End Date
Cost Est Date	IG Class Completed
Current Phase of Project	Current FY Spending \$
Other Documents	Next FY Spending \$
Life Safety Risk	Potential Penalty
Describe LifeSafety	Describe Potential Penalty
Shutdown Threat	Addresses Resiliency
Describe Shutdown Threat	Describe Addresses Resiliency
Further Damage	Accessibility Issue
Describe Further Damage	Describe Accessibility Issue
Age of Equipment or System (years)	PMs Completed (Yes/No)
Expected Remaining Life (years)	Is Equip/Sys Proprietary
Repair Cost Last 5 Years \$	Do you have a PM plan for new equip
Replacement Parts Available	



Examples of Life Safety

- Failing envelope detail
- Defective/failed fire alarm system
- Exposure to hazardous materials
- Defective/failed lock systems in correctional facility

Examples of Shutdown Threat

- Loss of heat/cooling in appropriate season
- Loss of water/sewerage
- Roof failure
- Flooding
- Loss of power

Examples of Penalty Threat

- Building inspection/code violation
- Accreditation violation
- Litigation
- Program disruption

EXAMPLES OF RESILIENCE

Managing the impact of climate change related natural disasters on state facilities

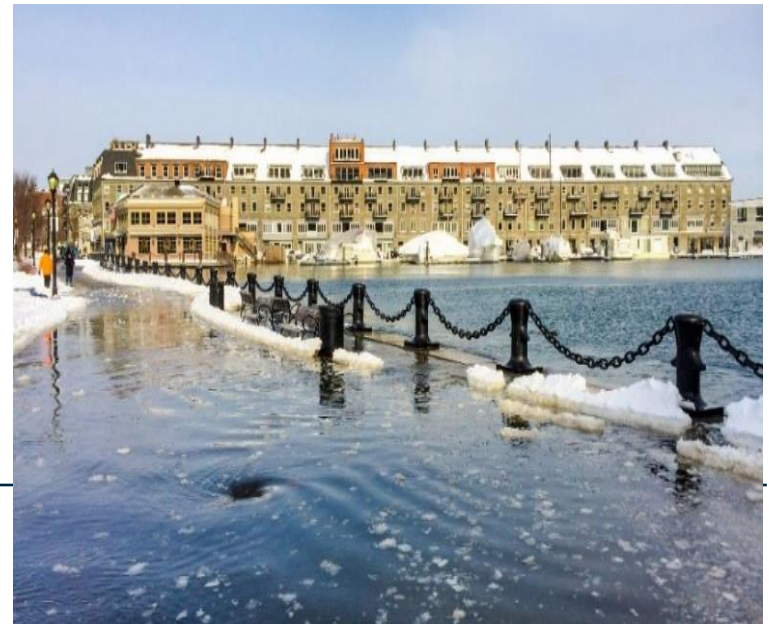
Examples of Facility Impacts

Minimizing flooding by:

- Moving critical equipment above ground (e.g. transformers, switchgears)
- Sealing manholes where manholes lead to critical underground equipment
- Installing green infrastructure (e.g. landscaped drainage areas)

Managing extreme heat by:

- Energy recovery
- Low-e window films
- Better thermostatic zone controls
- Insulation, improved building envelopes



DEFERRED MAINTENANCE PROCESS

Evaluation Criteria

Area	Category	Weight
Health and Life Safety	Risk for Loss of Life	30
	Risk of Illness or Accident	20
Urgency	Penalty Threat	7
	Shut Down Threat	18
	Risk of Further Damage	10
Component Priority	Project Addresses Resilience	5
	Impact to Accessibility	9
Ready to Proceed	Documentation Complete	1

DEFERRED MAINTENANCE PROCESS

Mandatory attachments

- Consistent Preventative Maintenance must be documented by attachments to the project request.
 - This can be a record of completed CAMIS work orders, a copy of your vendor maintenance contract, a “School Dude” report of activities, etc.
 - A written quote/estimate for a study from a House Doctor, FCA report or design/construction/repair quote from a vendor.

DEFERRED MAINTENANCE PROCESS

Optional attachments

- Invoices for work performed
- Studies
- Code violation documents
- Incident reports
- Accident reports
- Photos

More information attached to the project request gives you the better chance to be approved for funding.

DEFERRED MAINTENANCE PROCESS

If there are multiple phases to the project, a study and design and construction, you should only **request** the phase one for a study.

1. Get a quote from your house doctor for the study then input that dollar amount in the phase one.
2. Phase one (study) – **Complete** the attributes for this phase (as much as possible)
3. Phase two (design and construction) - **Mark** as identified and don't post the dollar amount (at this time)

DELEGATION/STUDY REQUIREMENTS

- All building projects with an Estimated Construction Cost (ECC) \$250,000 or greater require delegation authority from DCAMM's Commissioner.
- All building projects with an ECC \$300,000 or greater require a study following DCAMM's study template.
- The study must be submitted to DCAMM for certification by the DCAMM Commissioner prior to receiving funds for the design and construction to proceed.
- Delegation and Study requirements apply regardless of funding source or projects authorized under a DCAMM emergency waiver.
- Upon project approval Agencies should request project delegation immediately.

DEFERRED MAINTENANCE PROCESS

Deferred Maintenance Study Template

DEFERRED MAINTENANCE PROCESS STUDY TEMPLATE

- The new revised template has detailed instructions
- Simplified Certification Request Form
- A separate document for non certifiable projects (under \$300K or 30 39M)
- Must include accessibility scoping form

All these items can be found on the DCAMM website:

<https://www.mass.gov/service-details/deferred-maintenance>

- [Deferred Maintenance - New Study Instructions](#)
- [Deferred Maintenance - New Study Template](#)
- [Deferred Maintenance - New Study Template Presentation](#)
- [Deferred Maintenance - New Study Template Webinar](#)
- [Deferred Maintenance - New Request for Study Certification](#)

DEFERRED MAINTENANCE PROCESS

STUDY TIPS/RULES

- Once the Estimated Construction Cost (ECC) of a proposed Deferred Maintenance project exceeds \$250K to \$275K a study is recommended for approval before design/construction activities
- Certified studies prepared by House Doctors and submitted for approval by agencies must follow the entire format without modification(s)
- **No element of the format may be omitted**
- Where appropriate, project scopes should include consultation with the DCAMM Energy Team, particularly for projects that involve boiler and chiller replacements and for repairs to existing central steam systems and related carbon-reduction strategies.

DEFERRED MAINTENANCE PROCESS

STUDY TIPS/RULES

- **Please** make sure that your house doctor fully completes his/her study as detailed in the template and you review each completed study and sign page 7 for compliance of the template.
- Studies submitted for certification missing information will not be certified but returned to you to be corrected by your house doctor. In these circumstances your agency will be obligated to pay for any additional charges from your house doctor

DEFERRED MAINTENANCE PROCESS STUDY TEMPLATE

[Insert date Study is completed]
[Insert date of any revisions prior to certification, if applicable]

Study for Certification of Deferred Maintenance Project

[Use this Template for Deferred Maintenance Projects with a
Dollar Value of \$300,000 To \$5 Million (\$10 Million for UMass system)]

Title [insert Name of Project]

Facility [insert Name of Building or Site]

Location [insert address and town/city]

State Project #, Phase: [insert number issued by DCAMM]
CAMIS 'J' #:
Agency Project #:

Prepared For:

[Insert name of User Agency]
[Insert address of User Agency]

The Commonwealth of Massachusetts
Division of Capital Asset Management and
Maintenance (DCAMM)
One Ashburton Place, 15th floor
Boston, MA 02108



Prepared By:

[Insert name of design firm]
[Insert address of design firm]

Template 04/19

Project Title
Name of Facility and Location
State Project Number

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[After you complete your document, update the page numbers in the Table of Contents
automatically by **right-clicking** anywhere in the Table of Contents and choosing **Update Field**.]

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DEFERRED MAINTENANCE PROCESS STUDY – REQUEST FOR CERTIFICATION

- The request for certification should be fully completed by your agency and signed by your agency's appropriate designated official.
- Once the study is approved – An approved electronically signed Certification document from DCAMM's Commissioner will be sent to your agency.

REQUEST FOR STUDY CERTIFICATION
For Deferred Maintenance Projects with an ECC of \$300,000 to \$5 Million (\$10 Million for UMass system)

*Information provided in this transmittal must match information in the attached study.
Incomplete studies will be returned to the requesting agency for further development and resubmittal.*

State Project Number: <small>Click or tap here to enter text.</small>		Phase #: FT1 <input type="checkbox"/> FT2 <input type="checkbox"/> FT0 <input type="checkbox"/>	
Project Title: <small>Click or tap here to enter text.</small>			
Facility Name: <small>Click or tap here to enter text.</small>			
Facility Location: <small>Click or tap here to enter text.</small>		CAMIS J Number: <small>Click or tap to enter a date.</small>	
Study Prepared by: <small>Click or tap here to enter text.</small>			
Estimated Construction Cost (ECC): <small>Click or tap here to enter text.</small>		Date of Study: <small>Click or tap to enter a date.</small>	
Total Project Cost (TPC): <small>Click or tap here to enter text.</small>		Date of Revision, if any: <small>Click or tap to enter a date.</small>	

M.G.L. c. 7C, § 59 states no provider of design services for any building project for which a state agency is the using agency shall be selected, and no design services shall be performed, unless and until the study (including schematic design), program or, where appropriate, both have been satisfactorily completed and the following certifications have taken place.

State Operating Agency, Judiciary or County

The following individuals are designated by the agency to certify that the study, program, or, where appropriate, both, corresponds to the agency's current needs, including its current long-term capital facilities development plan:

Signature: _____ Date: Click or tap to enter a date.
 Name: Click or tap here to enter text. Title: Click or tap here to enter text.

Signature: _____ Date: Click or tap to enter a date.
 Name: Click or tap here to enter text. Title: Click or tap here to enter text.

Signature: _____ Date: Click or tap to enter a date.
 Name: Click or tap here to enter text. Title: Click or tap here to enter text.

Division of Capital Asset Management and Maintenance

I hereby certify that the study, program or where appropriate both, reflects the agency needs as stated; that they provide accurate estimates of the project requirements, cost and schedule; that the project can be accomplished within the appropriation, or authorization for that project; and that I recommend proceeding with design, construction, or, where appropriate, both.

 Hope Davis
 Deputy Commissioner, Office of Facilities Management and Maintenance, DCAMM

I hereby certify that the study (including schematic design), program or, where appropriate, both, are in conformity with the scope and purpose of the appropriation or authorization for the project, and legislative intent regarding the long-range capital facility plans for the using agency, I approve proceeding with regard to long-range capital facility plans for the using agency, and I approve proceeding with design, construction, or, where appropriate, both.

 Carol W. Gladstone
 Commissioner, DCAMM

Original signatures are required on the form submitted to DCAMM
Certification valid for two years from date of DCAMM Commissioner's signature

Page 1 of 1



DEFERRED MAINTENANCE PROCESS

PROJECTS under \$300K or Ch. 30 39M

VERIFICATION OF DEFERRED MAINTENANCE PROJECT
For Non-certifiable Projects

The following Deferred Maintenance projects are not required to have certified Studies before the agency can contract for final design and construction services; however, agencies are encouraged to verify them with DCAMM:

- **Public building construction projects** (a.k.a. vertical construction, subject to [M.G.L. c. 149 § 44A-H or if applicable, M.G.L. c. 149A](#) projects) with an Estimated Construction Cost less than \$300,000. OR
- **Public works projects** (a.k.a. horizontal construction, [M.G.L. c. 30, § 39M](#) projects, "non-building" construction), such as parking lot/roadway paving, underground utilities, etc., of any dollar value.

This Fact Sheet should be entered into CAMIS to identify the proposed Deferred Maintenance project:

Requesting Agency: Click or tap here to enter text.
Project Title: Click or tap here to enter text.
Facility Name: Click or tap here to enter text.
Facility Location: Click or tap here to enter text.
CAMIS Site Code and/or Building Number: Click or tap here to enter text.
Agency Point of Contact: Click or tap here to enter text.
Phone Number: Click or tap here to enter text. E-mail Address: Click or tap here to enter text.
Date submitted: Click or tap here to enter text.

Provide a brief answer to each of the following questions:

1. What are the conditions that have prompted the development of this project?
2. How was the scope of this project determined?
3. What is the proposed solution/action?
4. Does the scope of this project provide a complete solution? Yes ☐ No ☐
Deferred Maintenance projects valued at less than \$300,000 must not be dependent on future Deferred Maintenance funds for completion.
5. DCAMM's [Scoping Form for MAAB Compliance](#) has been completed and is attached to this document. If the project triggers accessibility compliance of a building and/or site, does the project scope and budget include accessibility compliance?
6. What is the Estimated Construction Cost (ECC)?
Attach quotes, if available.

Page 1 of 1

- For projects with ECC under \$300,000 we have also produced a one-page sheet to summarize the details of the project.
- Please **do not** use this one-page sheet to request study certification

Accessibility requirements for building projects

:

<ul style="list-style-type: none">• less than \$100,000,	<ul style="list-style-type: none">➤ only the work being performed needs to be in compliance with MAAB
<ul style="list-style-type: none">• more than \$100,000 but less than 30% of the building's replacement value (see CAMIS value)	<ul style="list-style-type: none">➤ the work being performed must be in compliance. A public entrance, toilet room, drinking fountain and telephone (if provided) need to be in compliance with MAAB
<ul style="list-style-type: none">• equals or exceeds 30% of the building's replacement value	<ul style="list-style-type: none">➤ the entire building must be brought into compliance with MAAB or variances must be sought from the MAAB

Accessibility requirements for building projects

If repair work is limited to the following **exempt** categories and the total construction cost is no more than \$500,000 including any building permits issued in the last 3 years, then there are no specific requirements for accessibility.

- **Electrical systems**
- **Mechanical systems**
- **Plumbing systems**
- **Abatement of hazardous materials**
- **Retrofit automatic sprinklers**
- **Roof repair or replacement**
- **Window repair or replacement**
- **Masonry re-pointing and repair**
- **Title V work, site utilities, and landscaping**
- **Some energy efficiency work**

If the total cost exceeds \$500,000 (but is $< 30\%$ of the CAMIS value), then a public entrance, toilet room, drinking fountain and telephone (if provided) must be accessible.

DCAMM Accessibility Scoping Form for Building Repairs, Alterations, and Renovations

rev 9.9.15 beta version

DCAMM requires that all DCAMM-funded projects be in full compliance with state and federal accessibility laws and regulations, including the Rules and Regulations of the Massachusetts Architectural Access Board (521 CMR), Title II of the Americans with Disabilities Act (ADA), as amended, the 2010 ADA Standards for Accessible Design and other legislation and executive orders that may apply to upholding the rights of citizens with disabilities to equal access to programs, services, and activities of the Commonwealth, including employment.

This form is intended to help facility managers and design consultants during the Study Phase to determine the scope of MAAB requirements for a project. This form should be filled out as early as possible and incorporated into the Study document in the Code Review section. Completing this form does not relieve the designer and user agency of its obligations to provide equal access to persons with disabilities to programs, services, and activities. For technical assistance related to Title II ADA compliance contact the Statewide Accessibility Initiative (SAI) through Chris Becker at 617-727-4050 x31206 or email christopher.becker@state.ma.us.

Form completed by: Date:

DCAMM project #:

Project name: Site name:

Building name:

Study consultant:

Anticipated date of building permit:

1. Describe the scope of work:

2. Does the scope of work include a change of use from private space (ex. single family house) to public space (ex. administrative offices)? If yes, describe the situation, complete the rest of the form, and contact the Statewide Accessibility Initiative (SAI) for technical assistance.

Yes

No

3. Is the building connected by doors or corridors to another building? If yes, describe the situation, complete the rest of the form, and contact the SAI for technical assistance.

Yes

No

ADVISORY - Definition of Building per 521 CMR Section 5: Before proceeding with this form, please be aware that the definition of building per BC or 780 CMR differs from the definition per 521 CMR. This form does not ask you to define the building in terms of 521 CMR. However, please be aware that the scoping result may change depending on the information provided in Question #3 above. The SAI will provide technical assistance if Question #3 is answered affirmatively.

4. Enter the Estimated Construction Cost (ECC) including possible change orders and/or contingencies:

 Box A

5. Enter the current CAMIS Value, ID#, and Building Name: Search the tab "2015 CAMIS Values" at the bottom of this worksheet.

 Box B

Accessibility Scoping Form

<http://www.mass.gov/anf/property-mgmt-and-construction/design-and-construction-of-public-bldgs/scoping-form-maab.html>



DEFERRED MAINTENANCE PROCESS

OVERSIGHT

DEFERRED MAINTENANCE PROCESS

OVERSIGHT

Once the project funding has been approved and delegated DCAMM and the receiving Agencies each have responsibilities as we move forward in the process.

Cash Flow Projection Report

https://camis.dcp.state.ma.us/?objectId=750000&actionId=750011&propertyId=208133&projectId=1&sp - IBM TRIRIGA

Opportunity: 2000030449

Add To Bookmarks Print Help

DM Request Project Status Report 5 Year Spending Plan Cashflow Projections Notes & Documents

Activate Save Save & Close More x

Project Financial Information

Total Project Cost \$116,000.00

Remaining to be Projected \$.00

Cashflow Projections

Add Delete

Export		4 total found		Apply Filters	Clear Filters	Show More Filters													
<input type="checkbox"/>	Milestone	Fiscal Year	Milestone Status	Fund Amount	Total Expended to Date	Open Obligation	Funding Source Type	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
	Contains	Equals	Contains	Equals	Equals	Equals	Contains												
<input type="checkbox"/>	1 - Study and Certification	FY21	N/A	\$.00	\$.00	\$.00	Small Repair (SRP)												
<input type="checkbox"/>	2 - Design	FY21	N/A	\$.00	\$.00	\$.00	Small Repair (SRP)												
<input type="checkbox"/>	3 - Bid	FY21	In Progress	\$.00	\$.00	\$.00	Small Repair (SRP)												
<input type="checkbox"/>	4 - Construction	FY21		\$116,000.00	\$.00	\$.00	Small Repair (SRP)												
				\$116,000.00	\$.00														

Activate Save Save & Close More x

150%

Type here to search



10:49 AM 3/24/2021



FY21 DEFERRED MAINTENANCE PROCESS

April 2021

Cash Flow Projection Report REQUIREMENTS

- Four Milestones
- Fiscal Year
- Milestone Status
- Milestone Funding Amount
- Total Expended To Date per Milestone
- Open Obligation to Date per Milestone
- Funding Source Type
- Monthly Schedule

Cash Flow Projection Report

Due Dates:

- **July 1, 2021**
 - *First Report due for all current, all prior year active projects and future planned projects*
- **October 1, 2021**
- **January 14, 2022**
- **April 1, 2022**

EVALUATIONS TO DSB

M.G.L. c. 7C, §48

Evaluations are...

1. Required:

“To be completed by every public agency ... upon completion of the work under a design contract under its control.”

2. Enforced:

“A public agency that fails to complete and submit the designer or interior designer evaluation form within 70 days of the completion of a project shall be ineligible for receipt of public funds disbursed by the Commonwealth for public building or public works projects.”

3. Submitted:

A new online entry system has been developed by the DSB and is now available to agencies and firms: www.mass.gov/service-details/new-dsb-online-registration-process

4. Utilized: Searchable by the DSB and other public agencies throughout Massachusetts to assess designer performance for future projects.

SUBMIT AN EVALUATION

Select the Evaluation for the appropriate project phase.

Study	Design	Construction
For "pre-design" services: Study Certification, Contract Task Completion, etc.	For Construction Documents, Bid Documents, etc.	For Construction Administration

Design Firm Evaluated AEOLUS ARCHITECTURE AND DESIGN

☐ Hide Performance Rating Scale

Each of the performance factors carries multiple scenarios to assist a Public Agency Official/Project Manager with measuring a design team's competence. For each scenario, a [performance rating scale](#) between 1 and 4 must be used:

4 – Exceeded Expectations: outstanding performance

- Performance consistently exceeded Agency expectations and always provided exceptional results.
- Exceptional performance may reflect achievements to the Agency's benefit such as identified cost-savings, innovative options or efficiencies, demonstrated excellence in quality of work and service delivery, and added value to the project.

3 – Satisfactory: at standard, satisfactory performance

- Performance met contractual requirements.
- May have had some minor problems; however, satisfactory corrective actions taken by the Designer were highly effective.
- Problems were not repetitive.

2 – Improvement Required: below satisfactory performance

- Performance inconsistently met contractual requirements.
- Extensive minor, and/or recurring non-compliance issues or problems.

1 – Unsatisfactory: unacceptable performance

- Performance did not meet contractual requirements and recovery did not occur in a timely or cost-effective manner.
- Serious problems existed and corrective actions have been ineffective.
- Performance indicates very little or no effort extended to satisfy the minimum contract requirements.

Total Evaluation Score:

Average scores for each performance factor

Overall Comments on the Designer's Performance

Question #1: MANAGEMENT

Leadership & Cooperative Teamwork

A. To what degree did the Designer lead the project and cooperate with Agency personnel, consultants, and other project stakeholders?

- ☐ 4
- The Designer was **always** knowledgeable about all disciplines and in control of the project and provided leadership that **improved** the project approach. The Designer **exceptionally** cooperated with all parties and used the project team members as informational resources.
- ☐ 3
- The Designer was **routinely** knowledgeable about all disciplines and in control of the project and **clearly met** the Agency's expectations. **Satisfactory** cooperation with Agency personnel, consultants, and other project stakeholders.
- ☐ 2
- The Designer was **not routinely** knowledgeable about all disciplines and **required guidance** from the Agency to maintain control of the project. **Poor** performance in cooperation with all parties.
- ☐ 1
- The Designer was **rarely** in control of the project, with **frequent team errors, disorganization, and miscommunication** that resulted in extra work or schedule delays. **Failure** to engage and work well with Agency personnel, consultants, and other project stakeholders.

Communication & Management of Team, Issues and Resources

B. How were the Designer's communication skills with his/her team and Agency personnel?

- ☐ 4
- The Designer **always** kept team members informed and **consistently exceeded** the Agency's expectations. Problems that had the potential to affect the project were **proactively** addressed and resolved.
- ☐ 3
- The Designer **routinely** communicated with his/her team and Agency personnel in a clear, thorough, and periodic manner and **clearly met** the Agency's expectations. Information was communicated **effectively** and project issues were resolved **adequately**.
- ☐ 2
- The Designer **generally, but inconsistently**, communicated with his/her team and Agency personnel in a clear, thorough, and timely manner and Agency personnel **had to initiate and clarify** communications to move the project forward.
- ☐ 1
- Communication between the Designer and his/her team and the Agency was **lacking** and **clearly had a negative impact** on the completion of the project.

ISA TUTORIAL

- An ISA is a contract that documents the business agreement (joint venture) between two state departments within any branch of state government.
- Mass General Laws state that obligations may not be incurred unless there are sufficient funds available to support the obligation.
- The ISA will terminate on the date listed in the ISA form unless properly amended prior to that date or unless terminated earlier upon agreement by both departments.

ISA RESPONSIBILITIES

When authorizing payment on project invoice write project number and phase number on document before submitting to your fiscal department for payment

ISA RESPONSIBILITIES

By signing the ISA agreement you are committing to providing quarterly Cash Flow Projection Reports

Dates to Remember – Project Funding Requests

- **May 21, 2021** - Review and update deferred maintenance requests making sure all requests are entered into CAMIS.
- Confirm the projects have a status code of **REQUESTED** (any updates to the scope and cost of the project are entered into CAMIS)
- Only projects with a CAMIS status code of **REQUESTED** will be evaluated for FY 22

Dates to Remember – Project Funding Requests

- Do not submit funding requests for projects less than \$10,000
- Do not submit separate project requests for each phase (study, design, construction) of a project
- If the project is not a priority for FY 22 leave the status as **IDENTIFIED**. If the project was completed and all invoices paid, regardless of the funding source, please inform your liaison

Dates to Remember – Project Funding Requests

Approval by Secretariat or Central Oversight Bodies
of your DM requests

May 28, 2021

- An Excel Spreadsheet will be submitted by DCAMM to either the Secretariat or Central Oversight Body for approval and support of your DM requests.

June 18, 2021

- The spreadsheet should be returned to DCAMM noting both approval and support.

Dates to Remember – Project Funding Requests

July 2, 2021

- DCAMM will notify Secretariats/Central Oversight Bodies of the results of the project review process.
- If the estimated construction cost is \$300,000 or *greater*, DCAMM will provide funds to the agency to undertake a certifiable study to develop a more reliable cost estimate, review all code requirements and establish a project schedule.

Deferred Maintenance Project Responsibilities

- If the study concludes that the work is necessary and can be accomplished at a cost less than \$5 million, the agency can expect funding for the balance of the project either in FY21 or a subsequent year, depending on the timeline for the study.
- If the cost estimate or scope of an approved project indicates that the project is too large or complicated to be transferred to the agency, or if the agency is unable to undertake the project, DCAMM will manage the project. (Generally over \$5M.)

Deferred Maintenance Project Funding Process

Funds for projects that Agencies will undertake via a transfer process (ISA) will be distributed by DCAMM upon an approval of A&F to release funds – approximately 4-6 weeks following submission of project priorities.

DCAMM will work with Agencies' fiscal officers to recover unspent project funds from previously approved and transferred projects.

Dates to Remember – Project Funding Requests

**Agencies will provide project documentation quarterly;
next due date July 1, 2021**

**Agencies need to report on all funded and future planned
projects so DCAMM can track FY 22 capital spending and
plans for future spending.**

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QUESTIONS

